

Class Code 5601/Exempt
Position Title Team Leader
Working Area Circulation
Effective Date March 21, 2003



JOB DESCRIPTION

Scope

Responsible for coordinating the day-to-day operation of the Circulation Section at a Library.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Implement and enforce circulation policies and procedures at assigned work location. Supervise clerical staff and Pages, to include establishing work schedules, providing technical guidance, and on-the-job training. Initiate and effectively recommend, for final approval by the department director, hiring, termination, performance evaluations, disciplinary and/or commendatory action of assigned personnel. Initiate action to resolve problems and complaints of library patrons regarding fines, fees, registration, lost and/or damaged materials. Provide assistance at the circulation desk in issuing and receiving materials, inspecting returned materials for damages, and computing and receiving overdue fines. Maintain records and prepare reports as required. Obtain supplies and maintain supply inventory and equipment for the assigned library to include copier, computer terminals, microfilm readers and reader/printers. May recruit, coordinate and maintain attendance records of volunteers who assist library staff. May provide reader's advisory, general reference assistance, and information service for children and adults. Perform other duties as assigned or as may be necessary.

Minimum Qualifications

Knowledge and Skills

Knowledge of established principles, practices, and methods of library science and administration, including general reference, classification, cataloging, and circulation procedures. Ability to plan, supervise, and organize the activities of subordinate staff. Ability to establish and maintain effective working relationships with others. Ability to prepare comprehensive reports and present ideas clearly and concisely. Ability to communicate effectively in both oral and written form. Skilled in the use of library automated equipment and cataloging systems. Must possess and maintain a valid Florida Driver's License.

Education

Bachelor's Degree in Business Administration, Literature, English, or a closely related field, and three (3) years' experience in a responsible professional position with library experience preferred. Background and experience must include one (1) year supervisory experience. *A comparable amount of education, training, or experience may be substituted for the minimum qualifications.*

Working Conditions

The work environment for this position is in an office setting. Most duties are performed sitting at a desk, table or workstation. Incumbents may stand at work counter for prolonged periods of time. Incumbents may shelve books and perform some heavy lifting. Incumbents in this classification have regular exposure to radiant and electrical energy found in an office environment.